

This process begins 6 weeks prior to grant submission. Program Announcement is reviewed by the **PGCA** and Faculty Member. Faculty Member submits the **(ISP)^{1st}**, **(PAF)^{2nd}** and **MOU** to OGRA via In4Grants and identifies the Subrecipient(s). 1

***NOTE: In4Grants and Cayuse are third party web-based platforms that are designed for grant preparation (In4Grants) and grant submission (Cayuse). Some proposals may require submission outside of Cayuse.

OGRA sends Subrecipient Commitment Form (**SCF**) to Subrecipient for completion 2

Subrecipient returns the SCF to OGRA. Pre - Grants and Contracts Administrator reviews and validates information. 3

OGRA reviews Memorandum of Understanding and sends to Subrecipient for review and/or signature. 4

Subrecipient returns the agreed upon MOU to OGRA. Pre-Grants and Contracts Administrator reviews and validates information. 5

(ISP)^{1st}, **(PAF)^{2nd}**, **SCF**, **MOU**, **RRT**, **RLR** and Proposal/Budget/ Budget Justification are uploaded by the Project Manager (Faculty – PI) to **In4Grants** for the following: 6

Pre-Grants and Contracts Administrator

Post-Grants and Compliance Administrator

Chairperson

College Dean

Associate Vice President of Academic Affairs

Associate Vice President of Sponsored Programs

Provost

Fully Executed and Approved Proposal is submitted to **Cayuse** by Faculty-PI: 7

Pre-Grants and Contracts Administrator also serves as the as AOR and reviews and approves submission.

Grants Preparation Procedure:

The process begins 6 weeks prior to grant submission with the Faculty member or OGRA first identifying a Proposal Announcement via In4Grant. OGRA sets up the Faculty/PI as project manager in the project workspace in In4Grants. [1] The Pre-Grants and Contracts Administrator (PreGCA) provides the Intent to Submit a Proposal (ISP). It is important that applicant read the instructions on the ISP carefully. Faculty/PI completes the ISP and uploads with requested attachments to In4Grants which is routed for approval by the PreGCA. [2] If a Subrecipient is identified, PreGCA mails the SCF to Subrecipient for completion and [3] returns to PreGCA. [4][5] The same occurs for the Memorandum of Understanding (MOU), if one is required for the grant proposal or subcontracts.

[6] Once ISP is fully approved, the PreGCA provides the Proposal Approval Form. PreGCA uploads the SCF for review by the Post-Grants and Compliance Administrator (PostGCA) for risk assessment. If PostGCA determines that the Subrecipient is not eligible, the Faculty-PI is notified and another Subrecipient is identified.

It is important that applicant read the instructions on the PAF carefully. Faculty/PI completes the PAF and uploads with requested attachments (Subrecipient Commitment Form (SCF), Memorandum of Understanding (MOU) if required, Request for Release Time (RRT), and Request for Letter of Recommendation (RLR) along with Proposal/Budget/Budget Justification to In4Grants. The PAF is then routed for approval in In4Grants (see workflow in [6]).

[7] Once the PAF and all attached documents are approved the Faculty/PI is set up on Cayuse by the PreGCA (AOR) for submission.